

U.S. EMBASSY KUWAIT

VACANCY ANNOUNCEMENT NO. 009-06

OPEN TO: ALL INTERESTED CANDIDATES – ALL AGENCIES

POSITION: LANGUAGE INSTRUCTOR
FSN-205-10*; FP-05**

OPENING DATE: April 4, 2006

CLOSING DATE: April 19, 2006

WORKING HOURS: INTERMITTENT; WHILE ACTUALLY EMPLOYED (WAE)
6 class hours per week

SALARY: Full performance level:
Not-Ordinarily Resident (NOR):
US\$ 44,399 p.a. (Step 5 through 14) ; Position Grade: FP-05
(** Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR): KD 10,541 p.a. (Starting Salary)
Position Grade: FSN-10
* Actual grade and salary will be based on the qualifications of the applicant.

LENGTH OF HIRE: Temporary position contingent upon funding

Note: All ordinarily resident applicants must have the required work and/or residence permit to be eligible for consideration.

The U.S. Embassy in Kuwait is seeking an individual for the position of an Arabic Language Instructor. The incumbent will report to and receive general guidance from the Post Language Officer.

BASIC FUNCTION OF THE POSITION

The incumbent of this position will be responsible for conducting beginning, intermediate and/or advanced language classes and language field trips for Americans. The position is an intermittent 'while actually employed' local position, paid by-the-hour for instruction, preparation and field study.

Duties include:

- Teaches Arabic as a second language to students of different levels, from beginner to advanced, including the preparation of drills, practices and dialogues as needed in conjunction with the appropriate text.
- Consults with students regarding the level of language, the appropriate class and text, the curriculum content and methodology used and their overall language acquisition plan.

- Schedules classes with regard to student enrollment, both new and returning, and organizes classes based on numbers and skill levels in conjunction with the other programs and the need to share the program classrooms and resources, such as TV, computer, tapes, etc.
- Develops teaching material as part of an on-going effort to improve and maximize the potential of the Arabic program to offer instruction to all who are interested. Includes language immersion programs, visiting speakers, holiday events and field trips.

QUALIFICATIONS REQUIRED:

1. Possession of a Master's degree in Education and/or adult education.
2. Five to seven years of teaching Arabic to adults.
3. Level V (professional translator/interpreter) Speaking/Reading/Writing English and Arabic.
4. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups and the measurement of training effects.
5. Ability to conduct interactive discussions in Arabic and prepare lessons.
6. Ability to work varied shifts including mid-day, evening and weekend hours.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION PROCESS:

- Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Currently employed U.S. citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

- Optional Application for Federal Employment (OF-612) or
- A current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Kuwait

DEFINITIONS:

1. Appointment Eligible Family Members (AEFM): A type of Eligible Family Member (EFM) that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service (CS) or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission (COM) authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil or Foreign services.
2. Eligible Family Member (EFM): Family members who are at least age 18 and are listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household (MOH): A person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad; 2) Has been declared by the sponsoring employee to the COM as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, CS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under COM authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: COB APRIL 19, 2006

An Equal Opportunity Employer

The U.S. Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.